Department of Veterans Affairs   **NCS**
Handbook 3140
Washington, DC 20420   **Transmittal Sheet**
                                                                                                           February 1, 1995

NATIONAL CEMETERY SYSTEM MANAGEMENT AND DECISION SUPPORT SYSTEM (NCSMADSS) PHASE II

 1. REASON FOR ISSUE: To establish procedures for implementing Phase II of National Cemetery System Management and Decision Support System (NCSMADSS).

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This handbook introduces new procedures for accessing the Data Processing Center (DPC) in Austin, Texas, and illustrates modified input screens for NCSMADSS and system manager screens used by National Cemetery System Area Offices (NCAOs) and Central Office (CO) staff.

3. RESPONSIBLE OFFICE: NCS Budget and Planning Service, Planning Division (402A2), National Cemetery System.

4. RELATED DIRECTIVE: NCS Directive, National Cemetery System Management and Decision Support System (NCSMADSS) Phase II.

5. RESCISSIONS: DMA Circular 40-82-08; National Cemetery System Management and Decision Support System (NCSMADSS) Phase I Data Entry, Users Guide, August 1989.

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Distribution: RPC 4012
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MANAGEMENT AND DECISION SUPPORT SYSTEM (MADSS) PHASE II

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SECTION I -- INTRODUCTION

1. **PURPOSE AND SCOPE**

    a.   The National Cemetery System Management and Decision Support System (NCSMADSS) was developed to improve the accuracy of NCS reports from the cemeteries. The purpose of this handbook is to direct and guide NCSMADSS users through the operation of the system.

    b.   NCSMADSS allows national cemetery personnel to input workload and personnel data into the Department of Veterans Affairs (VA) Austin Data Processing Center (DPC) database without the assistance of non-NCS personnel. The system also allows cemetery personnel to make corrections of current, as well as previous months', data without the assistance of NCS Central Office (CO) personnel. Cemetery personnel familiar with For Online Computer Users (FOCUS) may also query the system and make additional reports.

    c.   NCSMADSS is a menu driven, user friendly, on-line data entry system consisting of four screens that allow the computer operator to input current data and/or make corrections to previous monthly/quarterly data entry screens. The four data entry screens used to input this data are:

    1.   **NCSMADSS 01 Cemetery Interments and Gravesite Activities (RCS 40-0394)** - This screen contains the number of interments by service era, type of interment, service area and disinterment information for the month; (see Appendix A-1).

    2.   **NCSMADSS 02 General Schedule (GS) Employee Activities (RCS 40-0394)** - This screen contains the number of hours worked by each GS employee and in what functions these hours were worked for the month; (see Appendix A-7).

    3.   **NCSMADSS 03 Wage Grade (WG) Employee Activities (RCS 40-0394)** - This screen contains the number of hours worked by each WG employee and in what functions these hours were worked for the month; (see Appendix A-11).

    4.   **NCSMADSS 04 Miscellaneous Management Data (Quarterly) (RCS 40-0394)** - This screen contains Safety, Energy Usage, Freedom of Information Act (FOIA) and Visitor Data. This screen does not count hours, but the actual amount of activity performed in each area for the quarter; (see Appendix A-18).

2. **RESPONSIBILITIES**

    a.   **NATIONAL CEMETERY SYSTEM - BUDGET AND PLANNING SERVICE, PLANNING DIVISION (402A2)**, is the coordination point for all NCSMADSS matters, serving as the System Manager. As the System Manager, 402A2 has global site capability. This office determines National Cemetery Area Office (NCAO) capability for sites within each area.

    b.   **NATIONAL CEMETERY AREA OFFICE (NCAO) ADP CONTACT PERSON** is responsible for responding to all questions concerning technical difficulties with personal computers (PCs). Technical difficulties include inoperative function keys (PF), inability to scroll screens, etc. These questions relate to installation of software or problems in Austin, Texas, and are under the jurisdiction of the NCAO ADP Contact Person.

    c.   Any problems relating to the NCS network or the Integrated Data Communications Utility (IDCU) in Martinsburg, West Virginia, are under the jurisdiction of the Systems Integration Center (SIC) in Quantico, Virginia.

    d.   The only questions directed to the Planning Division during the input cycle should be for explanations on how to respond to error messages that may appear on the input screen and how to correct data. Many of these questions are addressed in this Handbook.

    e.   CO employees experiencing problems with the network should call the VAC HELP DESK on 273-6503. If possible, the ADP person at each NCAO should be the only person making calls to the Planning Division during the NCSMADSS input cycle.

    f.   **Troubleshooting** - The NCAO ADP contact person may not be able to answer/solve all NCSMADSS problems. He or she, however, should be able to get answers to questions or problems from the Help Desk in Austin, Texas. Questions concerning connecting with Austin with your PC should be directed to the SIC for their contact with the IDCU in Martinsburg, West Virginia; that number is 1-703-221-2357. All questions involving PF keys that do not function, NCSMADSS screens that will not advance to the next page, etc., should be directed to the DPC in Austin, Texas; their number is (512) 326-6780.

g.   **Site (Cemetery) Administrator** - The Cemetery Director will identify a System Administrator and a minimum of one alternate and maximum of six alternates. The Cemetery Director will notify the System Manager in writing when a change in System Administrators is made and include title and telephone number. The Cemetery Director coordinates system access issues with the System Manager. The site System Administrator is responsible for assuring that:

(1)   All NCS input data is examined for appropriate submission, is accurate and all established procedures are followed for its submission;

(2)   Inquiries from the System Manager are timely and accurately handled;

(3)   All users accessing NCSMADSS will receive proper training and procedures for handling system responsibility;

(4)   The System Manager is kept apprised of all issues which impact the timely and accurate entry of NCSMADSS data.

3. HISTORY

a.   When the National Cemetery System (NCS) became part of the Veterans Administration, now the Department of Veterans Affairs (VA), cemetery workload and personnel data were input into the Agency's Automated Management Information System (AMIS). Under AMIS, cemetery personnel recorded workload and personnel data on AMIS code sheets and then submitted these code sheets to their servicing stations (VA Medical Center or Regional Office) so that the servicing stations could transmit the data to Austin, Texas, by teletype. Some servicing stations were as far away as 150 miles from the cemetery being served. The distance between cemeteries and their servicing stations resulted in delays in receiving error messages. As a result, many corrections were not input into the system in time to be reflected on the reports being produced for the month. Data input corrections not being input in a timely manner were causing erroneous reports to be submitted and was a major problem with AMIS.

b.   NCSMADSS Phase I utilized state-of-the art equipment and was designed to provide information to top management efficiently.

c.   Phase I of NCSMADSS was a short-term initiative to automate NCS data input to the AMIS System. Using a FOCUS database, Phase I provided cemeteries with the capability of bypassing the servicing stations and entering their own AMIS data into a centralized system in Austin via Wang PCs and VA Data Telecommunications System (VADATS) capabilities. The Phase I system mirrored AMIS; therefore, all of the input screens collected the same data as the old AMIS code sheets.

d.   Phase II of NCSMADSS departed from AMIS completely. FOCUS is now used for all report input and output. Phase II reduced the amount of data that cemetery personnel input into NCSMADSS each month by combining similar or redundant information. Phase II screens also were used to eliminate some information that was previously collected through various manual reports.

SECTION II -- MANAGEMENT AND DECISION SUPPORT SYSTEM

1.   SYSTEM USERS

a.   The major users of NCSMADSS in Central Office are the NCS Planning Division (402A2) and the Office of the Assistant Secretary for Finance and Information Resources Management, Performance Analysis Service (041H). All cemeteries with ADP equipment and the NCAOs have access to NCSMADSS.

b.   The chart in Appendix E shows the cemeteries that input MADSS by their respective NCAOs. The ADP contact person at each NCAO may authorize a cemetery to input data for another cemetery when necessary. However, that person must notify the system manager in CO so that the necessary actions may be taken to give that cemetery authorization to input another cemetery's data.

2.   LOGGING INTO AUSTIN (FROM CENTRAL OFFICE)

a.   Select the **Austin Connect icon,** which will be a blue box with a white diagonal line.

b.   Use the mouse to click twice on the icon. An hourglass will appear, then a **DynaComm/Elite** banner will display for several seconds.

1.   A dialog box will then appear prompting the user to choose the desired connection method to Austin.

2.   Use the mouse and click once on the IPX button.

c.   The LIXUX message will appear: "WARNING - DOS TSR LITUX.EXE IS NOT LOADED." Click the mouse on OK.

d.   The VACCESS Timesharing at Austin screen will appear after a few seconds. At the word selection ==> there should be a blinking cursor. At the cursor, type the letter "T" and press Enter, or press the PF2 key.

e.   The request User ID screen will appear. The user must type in his or her User ID at the prompt and press Enter.
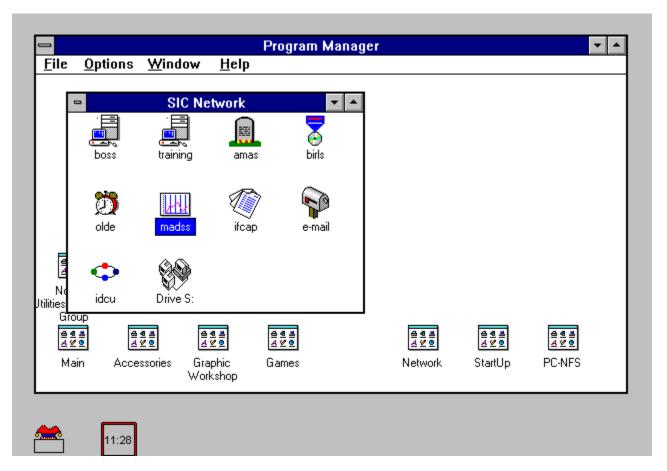
(Austin develops the User ID once an employee has completed VA Form 30-9957,
Time Sharing User Request Form. See Appendix D for instructions to complete this form.)
The form must be filled out by the employee requesting access to NCSMADSS, signed
by the cemetery director and forwarded to the Planning Division (402A2). The form is
forwarded to (402A2) for signature of the System Manager. The form is then faxed to
(512) 326-6069, or mailed to the Department of Veterans Affairs, Austin, Texas AC,
1615 E. Woodward Street, Austin, Texas 78772.

f.   The TSO/E logon screen will appear. At the blinking cursor type your secret password and press Enter. The password is a word consisting of at least six but no more than eight characters used to individualize the user. The password must be changed every 30 days.

g.   The User Access Account screen may appear but does not require any data. This screen appears as a matter of record to let the operator know the last time he/she was logged onto the system. Press the enter key and proceed to the next screen.

h.   The DPC Message Broadcast screen displays messages for various users of TSO. At the blinking cursor under or by the word "ready" type "NCS" and press Enter.

i.   The NCS Management and Decision Support Welcome screen requires that the PF 4 or PF10 key be pressed to move on.

j.   The Global message screen from the NCS System Administrator is next. The screen contains messages of importance to cemeteries. To proceed to the next screen type "x" and press Enter.

k.   The Main Menu screen allows you to select Data Entry, Prior Data correction screens and exit the system.

l.   Refer to section 11 Screen Input Procedures for instructions to input data into the system.

3.   LOGGING INTO AUSTIN (FROM FIELD STATIONS)

a.   From the Network Group (see section 4 for instructions to get into the NCS Network Group) select the MADSS icon. (You will have a picture of a chart and graph).

b.   Using your mouse, click twice on the **MADSS** icon. After a few seconds, you will see the TSO Timesharing Screen.

4.   TSO TIMESHARING SCREEN

In order to access the NCSMADSS on-line data entry, the user must "sign on" to one of the Austin Timesharing facilities. The screen below allows the user to select the facility that holds the data to be worked with. The NCSMADSS screens are housed in the TSO (AUSTSO) facility. The operator will have to enter the first letter "T" next to SELECTION== or press the PF2 key.

Welcome to VACCESS Timesharing at the AUSTIN DPC

Terminal: DC33T22   **7/29/94   08.22.58**

To select a facility enter the first letter or press the PF key indicated.

FACILITY SELECTIONS

PF	FACILITY	STATUS	PF	FACILITY	STATUS
1	H - HELP	ACTIVE	6	F - FALCON (AUSFAL)	ACTIVE
2	T - TSO (AUSTSO)	ACTIVE	7	I - IDMS REMOTE (AUSRPM)	ACTIVE
3	R - ROSCOE (AUSROS)	ACTIVE	8	C - PROD CICS (PAID)	ACTIVE
4	W*- WYLBUR (AUSWYL)	ACTIVE	9	B - BIRLS/LRA (AUSWPM)	ACTIVE
5	P - PROD IDMS (AUSPRM)	ACTIVE	10	K*- CAROLS (LOG)	ACTIVE

SELECTION ==>

You may enter USERID and PASSWORD on facilities without * for express signon
USERID ==>   PASSWORD ==>

---

5. **TSO LOGON SCREEN**

> a.   TSO LOGON screen will appear.

> b.   Enter your password and press Enter.

<div>

TSO/E LOGON

Enter LOGON parameters below: RACF LOGON parameters:

Userid   ===> _ _ _ _ _ _ _

Password   ===>   New Password ===>

Procedure   ===>SPF   Group Ident ===>

Acct Nmbr   ===>TSO18D15

Size   ===>4096

Perform   ===>

Command   ===>

Enter an "S" before each option desired below:
                      --Nomail   --Nonotice   --Reconnect   --OIDcard

PF1/PF13   ===>Help   PF3-PF15   ===>Logoff PA1===>Attention   PA2===>Reshow
You may request specific help information by entering a "?" in any entry field.

</div>

---

6. **USER ACCESS ACCOUNT**

> A screen similar to the following will appear as a matter of record to let the operator know the last time he or she was signed onto the system.

<div>

TSS703W PASSWORD WILL EXPIRE SOON ON 02/20/93
ILJ56455I R40CRMH LOGON IN PROGRESS AT 12:00:18 ON FEBRUARY 17, 1993
IKJ56951I NO BROADCAST MESSAGES
The default Subsystem Application Code (SAFC) for this session is 20B9
Enter a new SAFC below if you want to change it.
Otherwise press ENTER to use the default SAFC:

</div>

7. TSO GLOBAL MESSAGE

```
Today is Thursday, 02/18/93

TSO NEWS                          Last Update: February 16, 1993
--------------------------------------------------------------------------------------------------------------------
XXXXXXXXXXXXXXXXXX  IBM MANUALS ON-LINE  XXXXXXXXXXXXX 02/01/93
XX A facility is now available to read IBM manuals on-line on ISPF  XXXXXXXXXX
XX option 9.8.  Read NEWS BOOKS, or order the Technical Assistance   XXXXXX
XX Bulletin on option 3.7.9, for more information.                XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
-----------------------------------------------------------------------------------------------------------
/////////////////////////////////////////////////////////////////////////
       MDPPRD.PRO.SAS.NAT.FY93.OPCNAMEF now available

There is now an OPC name file for matching against the OPC SAS files
FILE NAME  -  MDPPRD.PRO.SAS.NAT.FY93.OPCNAMEF
FILE SEQUENCE  -  SCRSSN
VARIABLES  -  SCRSSN  REALSSN  LASTNAME  FINAME  MINAME
***

READY
```

At "**READY"** prompt, type "NCS."

8. NCS WELCOME BANNER

```
        N A T I O N A L        C E M E T E R Y        S Y S T E M

        NNN      NNNN          CCCCCCCCCCC            SSSSSSSSSSS
        NNNN     NNNN          CCCCCCCCCCCC           SSSSSSSSSSS
        NNNNN    NNNN          CCCC                   SSSS
        NNNNNN   NNNN          CCCC                   SSSSSSSSSSS
        NNNNNNN  NNNN          CCCC                    SSSSSSSSSS
        NNNN  NNNNNNN          CCCC                            SSSS
        NNNN     NNNNN         CCCCCCCCCCC            SSSSSSSSSSS
        NNNN     NNNNN          CCCCCCCCCCC           SSSSSSSSSSS


        M A N A G E M E N T     A N D        D E C I S I O N

           S U P P O R T     S Y S T E M

        * * * * *   N C S M A D S S    * * * * * *

           PLEASE WAIT  -  ALLOCATING WORK FILES
```

This screen displays the name of the Cemetery Application. There is no action to be performed by the user on this screen.

8a. NCSMADSS WELCOME SCREEN

The NCSMADSS Welcome screenwill appear as shown below. Press PF4 to advance to the NCSMADSS Main Menu screen or PF10 to exit.

```
              NCS MANAGEMENT AND DECISION SUPPORT          DATE:  02/18/93
                       (NCSMADS PHASE II)
-----------------------------------------------------------------------------------------------------------------------


     (PF04) CONTINUE      (PF10) EXIT SYSTEM


-----------------------------------------------------------------------------------------------------------------------



                         WELCOME TO

            NATIONAL CEMETERY SYSTEM MANAGEMENT AND DECISION SUPPORT

                     (NCSMADS PHASE II)


```

9.   GLOBAL MESSAGE

This Global Message screen will appear each time an operator signs onto the system. This screen will contain messages from the NCS Central Office Systems Manager.

```
! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ATTENTION! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !

AUGUST 1 IS THE FIRST DAY OF THIS INPUT CYCLE AND AUGUST 5 IS THE LAST DAY DATA MAY BE INPUT INTO MADSS.



IF YOU HAVE ANY PROBLEMS WITH YOUR COMPUTERS OR ACCESSING THE SYSTEM PLEASE CONTACT YOUR ADP
CONTACT PERSON.  IF YOU HAVE ADDITIONAL PROBLEMS THAT CANNOT BE SOLVED BY YOUR ADP PERSON YOU MAY
REACH ME ON (202) 273-5167.

                                                   THANKS,
                                                   ROSETTA


ENTER "X" TO CONTINUE TO MAIN MENU          >
```

Enter "X," then press Enter to continue to the Main Menu.

NOTE: Please be sure to read these messages, as important information will be disseminated here.

10. MAIN MENU

a. The Main Menu screen shown below provides choices for selecting data entry screens by pressing PF4; prior data corrections and review by pressing PF5; and ability to exit the system by pressing PF10.

```
----------------------------------------------------------------------------------------------------
  MAIN MENU              NCS MANAGEMENT AND DECISION SUPPORT    DATE: 07/28/94
  (AREA)      (FIELD)                    (NCSMADS)
----------------------------------------------------------------------------------------------------
   872  STATION NO     ENTER STATION NUMBER THEN SELECT FUNCTION
----------------------------------------------------------------------------------------------------



                         (PF4)        DATA ENTRY
                         (PF5)        PRIOR DATA CORRECTION/REVIEW
                         (PF6)        SYSTEM MANAGER
                         (PF10)       EXIT SYSTEM
```

b. NCSMADSS is divided into two data entry screens: These two types of screens (described below) are Data Entry and Prior Data Correction.

1. Select Data Entry screens for monthly and quarterly cemetery workload and personnel data.

2. Select Prior Data Correction screens to make corrections to previous month(s) data.

11. SCREEN INPUT PROCEDURES

a. Position the blinking cursor on the field requiring data. Once data is keyed into a field, the cursor advances to the next field. If the cursor does not advance, the Tab key may be pressed to advance the cursor.

b. If a screen is more than one page, PF8 must be pressed to advance to the next page. After all fields are complete, press Enter to transmit to Austin.

c. If any field in a Data Entry screen or Prior Data Correction Screen is not large enough to accommodate the figure you wish to input into NCSMADSS, enter all (9's) in that field. Then call the Planning Division (402A2) on (202) 273-5167 and report the correct figure that should be entered into that field.

12. SCREEN CORRECTION PROCEDURES

a. To correct an error to the CURRENT MONTH data (data input the first five workdays of the month), select the DATA ENTRY screen (NCSMADSS 01, 02, 03 or 04). After selecting the appropriate screen, press Tab or use the appropriate Arrow Key (up, down, left or right) to reach the field to be corrected. Make the necessary corrections and press Enter to transmit to Austin.

b. To correct a previous month(s) data, go to MAIN MENU screen and select the PRIOR DATA CORRECTION/REVIEW screen. Select NCSMADSS 01, 02, 03, or 04 screen and Tab or Arrow to the field to be corrected. After the correction is made, press Enter to transmit to Austin. (NOTE: Prior Fiscal Year data may be changed only by the System Manager.)

13. LOGGING OFF AUSTIN

    a.   Exit DATA ENTRY screen and return to MAIN MENU screen. Tab to the EXIT SYSTEM command line and press Enter or PF10.

    b.   The next screen will have a ">" symbol. Type "FIN" after the symbol. The message "ENTER P TO PRINT THE OFF-LINE DATA SET==" will appear. Press Enter. At the "READY" prompt, type "LOGOFF" and press Enter. This returns the user to the VACCESS FACILITY screen.

    c.   Position mouse at File and click once. Move to Exit and click twice. At the message "Are you sure you want to exit?" click on Yes. The Network screen will appear.

SECTION III -- APPENDICES

DATA ENTRY SCREENS AND DESCRIPTIONS

Data Entry Screen NCSMADSS 01 (RCS 40-0394) - Cemetery Interments and Gravesite Activities. The segment is three screens long. The edit requiring that the sum of fields 001 through 016, 045 and 046 equal the sum of fields 018 and 019 will be performed at the time of data entry. An error message will be displayed if the data does not pass the edit. Field definitions follow.

```
                1           2           3           4           5               6           7
     1234567890123456789012345678901234567890123456789012345678901234567890
     ..................................................................................
1    :   NCSMADSS 01            CEMETERY INTERMENTS AND      DATE                    :
2    :                          GRAVESITE ACTIVITIES (RCS 40-0394)                    :
3    :----------------------------------------------------------------------          :
4    :                      __ TO SUBMIT A NEGATIVE REPORT INSERT "X"
5----------------------------------------------------------------------------          :
6    :                                                                                    :
7    :                                   INTERMENTS                                      :
8    :   001. ***   WW I              CASKET 002. ***   WWI              CREMATE      :
9    :   003. ***   WW II             CASKET 004. ***   WW II            CREMATE      :
10   :   005. ***   KOREA             CASKET 006. ***   KOREA            CREMATE      :
11   :   007. ***   VIETNAM           CASKET 008. ***   VIETNAM          CREMATE      :
12   :   009. ***   PERSIAN GULF      CASKET 010. ***   PERSIAN GULF     CREMATE      :
13   :   011 ***   PEACETIME       CASKET 012. ***   PEACETIME     CREMATE        :
14   :   013. ***   ACTIVE DUTY       CASKET 014. ***   ACTIVE DUTY       CREMATE      :
15   :   015. ***   DEPENDENT     CASKET 016. ***   DEPENDENT     CREMATE      :
16   :                                                                                    :
17   :                                   CONTRACTS                                       :
18   :   017. ***       INTERMENTS BY CONTRACT                                       :
19   :                                                                                    :
20   :                                   SERVICE AREAS                                   :
21   :   018. ***   PRIMARY SERVICE AREA      019. ***SECONDARY SERVICE AREA       :
22   :                                                                                    :
23   :                                                                                    :
24   :        THE SUM OF FIELD 001 THRU 016, 045 AND 046 MUST EQUAL THE SUM OF FIELDS
              018 AND 019.                                              :
     ................................................................................ :
```

Asterisks (***) represent numeric data entry fields, and the number of asterisks indicates the length of the field.

```
                1          2          3          4          5              6          7
        12345678901234567890123456789012345678901234567890123456789012345678901234567890
        ..............................................................................
   1  :    NCSMADSS 01       CEMETERY INTERMENTS AND          DATE                     :
   2  :                      GRAVESITE ACTIVITIES (RCS 40-0394)                      :
   3  :                                                                                 :
   4  :                      UNOCCUPIED UNCOMMITTED SITES                            :
   5  :                      SUITABLE FOR CASKETED REMAINS                           :
   6  :    020. ***** SITES GAINED              021. ****  SITES LOST         :
   7  :    022. ***   SITES USED                                             :
   8  :                                                                                 :
   9  :                      COMMITTED (RESERVATIONS/SET ASIDES)                    :
  10  :    023. ***   RES G/S USED              024. ***   RES G/S CANCELLED     :
  11  :    025. ***   AGS ESTABLISHED           026. ***   AGS CANCELLED       :
  12  :    027. ***   AGS USED                                               :
  13  :                                                                                 :
  14  :                  UNOCCUPIED IN-GROUND SITES                              :
  15  :                  SUITABLE FOR CREMATED REMAINS                           :
  16  :    028. **** OBSTRUCTED SITES GAINED     029. **** OBSTRUCTED SITES LOST:
  17  :    030. **** HALF-SITES GAINED           031. **** HALF-SITES LOST         :
  18  :    032. **** OBSTRUCTED SITES USED        033. **** HALF-SITES USED        :
  19  :                                                                                 :
  20  :                  UNOCCUPIED COLUMBARIUM NICHES                          :
  21  :    034. ***   NICHES GAINED             035. ***   NICHES USED           :
  22  :                                                                                 :
  23  :                  GRAVELINER/VAULT DATA                                     :
  24  :    036. ***   LINERS FURNSH BY GOVT   037. ***   VAULTS/LINERS PRIVATE    :
        ..............................................................................
```

```
                   1               2               3               4               5               6               7
         12345678901234567890123456789012345678901234567890123456789012345678 90
         ...................................................................................
 1   :   NCSMADSS 01             CEMETERY INTERMENTS AND         DATE                        :
 2   :                           GRAVESITE ACTIVITIES (RCS 40-0394)                              :
 3   :                                                                                              :
 4   :                                   DISINTERMENT SITES                                      :
 5   :   038. ***  SUITABLE FOR CASKET GAINED   039. ***  OBSTRUCTED SITES GAINED  :
 6   :   040. ***  HALF-SITES GAINED            041. ***  NICHES GAINED            :
 7   :                                                                                              :
 8   :                              WEEKEND/HOLIDAY INTERMENTS                            :
 9   :   042. ***  NUMBER ON WEEKENDS           043. ***  NUMBER ON HOLIDAYS       :
10   :                                                                                              :
11   :                              COLUMBARIUM INTERMENTS                               :
12   :   044. ***  NUMBER PERFORMED                                                      :
13   :                                                                                              :
14   :                                   RESERVISTS                                       :
15   :                                                                                              :
16   :   045. ***  RESERVISTS CASKETS           046. ***  RESERVISTS CREMATE       :
17   :                                                                                              :
18   :                                                                                              :
19   :                                                                                              :
20   :                                                                                              :
21   :                                                                                              :
22   :                                                                                              :
23   :                                                                                              :
24   :                                                                                              :
```

DATA ELEMENTS AND DESCRIPTIONS

CEMETERY INTERMENTS AND GRAVESITE ACTIVITIES

(NCSMADSS SCREEN 01) (RCS 40-0394)

Listed below is a detailed description of the data input in each field of the CEMETERY INTERMENTS AND GRAVESITE ACTIVITIES screen. Cemeteries that are inputting complete data into the Burial Operations Support System (BOSS) production do not have to input data in Fields 001 through 016, 017, 018, 019, 037, 042, 044, 045 and 046. This data will be transferred to MADSS from BOSS. The 24 fields of data stated in the previous sentence should not be input to MADSS by cemeteries inputting interment data into the BOSS production system. Cemeteries that are not inputting interment data into the BOSS production system will have to continue inputting all fields of data in Screen 01.

Fields 001 through 016. (Interment)

NOTE: Veterans who served in more than one war period should be coded in the earliest period. Veterans of the Spanish-American War and Mexican Border Action should be counted in WWI. Veterans whose period of service is unknown should be placed in WWI period.

Fields 001 through 012. (Interment Data, Type of Interment by Period of Service) - Enter the number of veterans interred in the cemetery during the month in the field which reflects the period of service for which burial was made; and type of interment (casket or cremate).

Fields 013 and 014. (Active Duty) - Enter the number of interments of service personnel who died while on active duty and were interred in the cemetery during the month in the field which reflects the type of interment (casket or cremate).

Fields 015 and 016. (Dependent) - Enter the number of dependents of veterans and active duty personnel who were interred in the cemetery during the month in the field which reflects the type of interment (casket or cremate).

NOTE: The sum of fields 001 through 016, 045 and 046 includes all interments e.g., interments by contract, weekend, holiday, columbarium, etc.

Field 017. (Interments by Contract) - Enter the number of interments (casket and cremate) performed during the month by other than cemetery personnel or for which such services were contracted.

Fields 018 and 019. (Service Areas)

Field 018. (Primary Service Area) - Enter the number of interments of decedents whose residence was from 0-75 miles from the cemetery.

Field 019. (Secondary Service Area) - Enter the number of interments of decedents whose residence was over 75 miles from the cemetery.

NOTE: The sum of fields 001 through 016, 045 and 046 must equal the sum of fields 018 and 019. If fields 001 through 016, 045 and 046 do not equal 018 and 019 the system will not allow the operator to advance to the next screen.

Fields 020 through 044. (Gravesite Data)

Fields 020 through 027. (Sites Suitable for Casketed Remains)

Field 020. (Gravesites Gained) - Enter the number of full-size gravesites gained during the month by means other than disinterment. This is not to include sites reported in fields 024 and 026.
Field 021. (Gravesites Lost) - Enter the number of full-size gravesites which are suitable for the interment of casketed remains removed from this gravesite category through loss during the month.

Field 022. (Unoccupied Gravesites Used) - Enter the number of unoccupied full-size gravesites used for first interments during the month. This is not to include reserved gravesites or AGS used reported in fields 023 and 027.

Fields 023 through 027. Committed (Reservations/Set Asides)

AGS (Adjacent Gravesites Set-Aside) - A gravesite for an eligible family member beside a decedent interred in the cemetery.

Reserved Gravesites (Reservations) - An unoccupied gravesite which has been reserved and held for the future interment of a specific eligible individual. (These reservations are not AGS, but the earlier program prior to 1962.)

Field 023. (Reserved Gravesites Used) - Enter the number of unoccupied reserved gravesites suitable for the interment of casketed remains used for first interments during the month. Do not include this data in field 022.

Field 024. (Reserved Gravesites Cancelled) - Enter the number of reserved gravesites that were cancelled during the month. Do not include this data in field 020.

Field 025. (AGS Established) - Enter the number of Adjacent Gravesites Set-Aside established during the month.

Field 026. (AGS Cancelled) - Enter the number of Adjacent Gravesites Set-Aside that were cancelled or relinquished during the month. Do not include this data in field 020.

Field 027. (AGS Used) - Enter the number of Adjacent Gravesites Set-Aside used during the month. Do not include this data in field 022.

Fields 028 through 033. (Sites Suitable for Cremated Remains (In-Ground))

Field 028. (Obstructed Gravesites Gained) - Enter the number of obstructed gravesites suitable for cremated remains gained during the month by means other than disinterment.

Field 029. (Obstructed Gravesites Lost) - Enter the number of gravesites removed from this gravesite category through loss or conversion during the month.

Field 030. (Half-sites Gained) - Enter the number of half-sites gained during the month by means other than disinterment.

Field 031. (Half-sites Lost) - Enter the number of half-sites removed from this gravesite category or through loss/conversion during the month.

Field 032. (Unoccupied Obstructed Gravesites Used) - Enter the number of unoccupied obstructed gravesites used for first interment of cremated remains during the month.

Field 033. (Unoccupied Half-Sites Used) - Enter the number of unoccupied half-sites used for interment of cremated remains during the month.

Fields 034 and 035. (Columbarium Niches)

Field 034. (Niches Gained) - Enter the number of columbarium niches gained during the month by means other than disinterment.

Field 035. (Unoccupied Niches Used) - Enter the number of unoccupied niches used for the interment of cremated remains during the month.

Fields 036 and 037. (Graveliner/Vault Data)

Field 036. (Graveliners Furnished by Government) - Enter the total number of interments during the month in which casketed remains were contained in a graveliner which was provided by the U.S. Government at no cost to the survivors of the deceased.

Field 037. (Graveliners/Vaults Furnished Privately) - Enter the total number of interments during the month in which casketed remains were contained in a graveliner or burial vault which was provided by a source other than the U.S. Government.

Fields 038 through 041. (Disinterments) - Enter in the appropriate field the number of burial sites or columbaria niches vacated due to disinterments during the month. Do not include this data in fields 20, 28, 30 and 34.

Fields 042 and 043. (Weekend/Holiday Interments)

Field 042. (Number on Weekends) - Enter the number of interments conducted on weekends during the month.

Field 043. (Number on Holidays) - Enter the number of interments conducted on holidays during the month.

Field 044. (Columbarium Interments) - Enter the number of cremated remains interred in the columbarium during the month.

Fields 045 and 046. (Interment Data, Type of Interment by Period of Service) - Enter the number of reservists interred in the cemetery during the month in the field which reflects the type of interment (casket or cremate).

NOTE: Only code servicemen in this category that did not serve in active duty. Veterans who served in both active duty and reserves should be counted in the war period they served on active duty.

Data Entry Screen NCSMADSS 02 (RCS 40-0394)- General Schedule (GS) Employee Activities. This is a single screen. The edit will be performed at the time of data entry. The edit requires that the sum of fields 001 through 004 must equal the sum of fields 005 through 009. An error message will be displayed if the data does not pass the edit.

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              1              2              3              4              5              6              7
     123456789012345678901234567890123456789012345678901234567890123456789
     ...........................................................................................................
1    :    NCSMADSS 02            GENERAL SCHEDULE (GS)          DATE                          :
2    :                           EMPLOYEE ACTIVITIES (RCS 40-0394)                              :
3    :----------------------------------------------------------------------------------------------:
4    :              __ TO SUBMIT A NEGATIVE REPORT INSERT "X"                    :
5    :----------------------------------------------------------------------------------------------:
6    :                                                                                         :
7    :                           EMPLOYEE HOURS PAID                                          :
8    :    001. ******   REG PAID GS HOURS      002. ****  OVERTIME WORKED        :
9    :    003. ***      COMP TIME EARNED        004. ****  BORROWED TIME              :
10   :                                                                                         :
11   :                           EMPLOYEE HOURS USED                                          :
12   :    005. ****    LOANED TIME              006. ****  LEAVE/COMP/HOLIDAY       :
13   :    007. ****    INT/ADMIN/REP. ACTIVITIES 008. ****  SUPERVISION              :
14   :    009. ****    TRAINING                                                         :
15   :                                                                                         :
16   :    WEEKEND/HOLIDAY HOURS PAID                 NON-PAID HOURS VOLUNTEERS          :
17   :    010. ****     WEEKEND/HOLIDAY HRS     011. ****  SCOUTS/SVC. ORGS./ETC.    :
18   :                                                                                         :
19   :    OTHERS                                :
20:       012. ****  CHAPTER 31/COURT SUPV/                                         :
21   :    WORK STUDY/ETC.                                                             :
22   :                                                                             :
23   :                                                                             :
24   :    THE SUM OF FIELDS 001 THRU 004 MUST EQUAL 005 THRU 009.                  :
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REPORT OF GENERAL SCHEDULE (GS) EMPLOYEE ACTIVITIES

(NCSMADSS SCREEN 02) (RCS 40-0394)

Listed below is a detailed description of the data input in each field of the GENERAL SCHEDULE (GS) EMPLOYEE ACTIVITIES screen.

The sum of fields 001 through 004 must equal the sum of fields 005 through 009. The first part of the balancing routine determines the amount of time available to GS personnel during the month while the second part categorizes the activities in which the time was devoted. If fields 001 through 004 do not equal fields 005 through 009 the system will not allow the operator to advance to the next screen.

Field 001. (Regular Paid GS Hours) - Enter the number of regular and unscheduled GS employee hours during the month. Regular and unscheduled GS employee hours include all the hours (not to exceed 40 hours per week for each employee) for GS full-time, GS part-time, GS intermittent, and GS special employment program employees. Include the number of regularly scheduled GS employee hours for holidays, whether the employees worked or not. Do not include overtime or compensatory time, or any non-pay hours, e.g. leave without pay, absent without leave, suspension without pay, etc. Also include all hours worked by part time employees beyond their normal tour of duty.

Field 002. (Overtime Worked) - Enter the number of overtime hours worked during the month. Overtime is defined as authorized hours of work paid in excess of 40 hours in an administrative work week or in excess of eight hours a day, whichever is greater. Include any hours worked in excess of eight hours during a holiday.

Field 003. (Compensatory Time Earned) - Enter the number of compensatory hours earned during the month. Compensatory time is defined as authorized hours in excess of a normal tour of duty without payment.

Field 004. (Borrowed Time) - Enter the number of hours borrowed during the month. Borrowed time represents the total number of hours wage grade employees spent performing general schedule employee activities at the reporting cemetery. It also represents the total number of hours that employees from another national cemetery or area office spent performing GS-related activities at the reporting cemetery.

NOTE: Fields 001 through 004 should include all weekend/holiday hours paid.

Field 005. (Loaned Time) - Enter the number of loaned hours during the month. Loaned time represents the total number of hours general schedule employees spent performing wage grade employee activities at the home cemetery. (For example, if general schedule employees spent a total of 20 hours during the month performing wage grade activities, e.g., grounds maintenance functions, then a total of 20 hours should be entered in this field.) Additionally, loaned time should include all GS hours loaned by the reporting cemetery to any other national cemetery, an NCAO or CO.

Field 006. (Leave/Comp/Holiday) - Enter the number of leave hours used during the month. For report purposes Central Office is only interested in total leave hours used.

- Compensatory Leave - The number of compensatory leave hours used during the reporting period in lieu of payment for authorized irregular or occasional overtime worked.

- Holiday, Non-Work, Non-VA Hours - The number of hours represented by legal holidays and other non-workdays established by Executive or Administrative Order, by emergency closing of an office as authorized by the NCAO Director or Cemetery Director, by authorized absence administratively approved which does not involve a charge to leave of any kind or loss of basic salary (absences recorded under "OTH" column on Time and Attendance Report), and paid hours of employee authorized for full-time assignment to a non-VA activity. Also included are the number of hours represented by holidays which did not result in any work by GS employees.

- Annual Leave - The number of paid annual leave hours taken during the reporting period. This category excludes all holiday, non-work and compensatory leave and other leave hours included under other categories.

- Sick Leave - The number of paid sick leave hours taken during the month.

- Other Leave - The number of paid hours taken in conjunction with military leave, jury duty, workers' compensation, etc.

Field 007. (Interment/Administrative/Representative Activities) - Enter the number of hours spent performing Interment, Administrative, or Representative activities during the month. CO is only interested in the total time spent performing these functions.

- Interment Processing Activities - The number of hours spent by general schedule employees performing all work relating to the processing of interments. Included are all hours devoted to scheduling interment requests, processing eligibility determinations, preparing daily interment schedules, coordinating interment schedules with funeral directors and next of kin, preparing all paperwork and documents relating to interments made at the cemetery (including the Record of Interment (ROI) and temporary grave markers), processing of headstone/marker deliveries upon receipt from the manufacturer, and preparing paperwork for ordering replacement headstones/markers. Include all GS employee hours worked during a holiday performing this function.

- Administrative Activities - The number of hours spent by general schedule employees on administrative activities not specifically related to the other work categories. Included are hours spent preparing special reports required by the NCAO Director, Central Office, or the reporting station; opening and closing of gates; and other administrative activities. Include all GS employee hours worked during a holiday performing this function.

- Interment Representative Activities - The number of hours spent by general schedule employees performing interment representative duties. Included are hours devoted to checking gravesite and committal service areas or individual gravesites prior to interment, reviewing interment paperwork and documents for accuracy and completeness, meeting and providing instructions to the funeral party, having the next of kin sign required documents, assisting the funeral party during the interment service, folding the burial flag, and all other duties directly related to the interment service. Include all GS employee hours worked during a holiday performing this function.

Field 008. (Supervision) - Enter the number of hours the Cemetery Director, Assistant Director, Assistant to the Director, and/or Cemetery Director trainee spent in line management, staff management, and supervisory activities during the month. If the cemetery has an administrative officer or administrative assistant who is responsible for supervising the cemetery general schedule employees, this should also be included in this category. NOTE: If a wage grade employee performed GS supervisory activities in the absence of the director, the actual number of hours that the wage grade employee spent performing the GS supervisory activities should be included in this category. Include all GS employee hours worked during a holiday performing this function.

Field 009. (Training) - Enter the number of hours spent by general schedule employees either receiving training or conducting training for other general schedule, wage grade or work-study student employees during the month. Include all GS employee hours worked during a holiday performing this function.

Field 010. (Weekend/Holiday Hours) - Enter the number of hours an employee worked on a weekend or holiday when the weekend or holiday was not their normal tour of duty during the month. (These hours will also be reported in fields 001 through 004.)

Fields 011 and 012. (Non-Paid Hours - Volunteers) - Enter in the appropriate fields the number of hours activities were performed by non-NCS employees during the month that were not paid by NCS funds.

Field 011. (Scouts/Svc. Orgs./etc.) - Enter the number of hours Girl Scouts, Boy Scouts, Daughters of the American Revolution, Disabled American Veterans, etc., performed activities at the cemetery during the month.

Field 012. (Chapter 31/Court Supervised/Work Study/etc.) - Enter the number of hours that duties were performed by disabled veterans under title 38 U.S.C., Chapter 31 (Training and Rehabilitation for Veterans with Service-Connected Disabilities), incarcerated individuals and students during the month.

Data Entry Screen NCSMADSS 03 (RCS 40-0394) - Wage Grade (WG) Employee Activities. This screen is two screens long. The edit will be performed at the time of data entry. The edit sum of fields 001 through 003 must equal the sum of fields 004 through 028. An error message will be displayed if the data does not pass the edit.

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              1         2         3         4         5         6         7
     1234567890123456789012345678901234567890123456789012345678901234567890
     ................................................................................
1    :   NCSMADSS 03              WAGE GRADE (WG)          DATE              :
2    :                      EMPLOYEE ACTIVITIES (RCS 40-0394)                :
3    :------------------------------------------------------------------------:
4    :                __ TO SUBMIT A NEGATIVE REPORT INSERT "X"          :
5    :------------------------------------------------------------------------:
6    :                                                                      :
7    :                        EMPLOYEE HOURS PAID                     :
8    :   001. ***** REG PAID WG HOURS     002. ***   OVERTIME WORKED       :
9    :   003. ***** BORROWED TIME                                       :
10   :                                                                      :
11   :                        EMPLOYEE HOURS USED                     :
12   :   004. ***** LOANED TIME           005. ****  LEAVE/HOLIDAY HRS.  :
13   :   006. ****  SUPERVISION           007. ****  ADMIN/CEREMONIES    :
14   :   008. ****  TRAINING                                             :
15   :                                                                      :
16   :                        INTERMENT HOURS                         :
17   :   009. ***** CASKET - FIRST INTERMENT 010. ***** CASKET - SUBSEQUENT INTER.  :
18   :   011. ****  CREMATED-IN-GROUND    012. ****  CREMATED-COLUMBARIUM  :
19   :                                                                      :
20   :                        MAINTENANCE HOURS                       :
21   :   013. ****  MAJOR EQUIPMENT       014. ****  MINOR EQUIPMENT      :
22   :   015. ****  PREVENTATIVE EQUIPMENT 016. ***   SUPPLY              :
23   :                                                                      :
24   :   THE SUM OF FIELDS 001 THRU 003 MUST EQUAL 004 THRU 028.        :
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              1               2           3           4           5               6           7
1234567890123456789012345678901234567890123456789012345678901234567890
......................................................................
1   :   NCSMADSS 03                    WAGE GRADE (WG)              DATE              :
2   :                           EMPLOYEE ACTIVITIES (RCS 40-0394)                    :
3   :                                                                                        :
4   :                               MAINTENANCE HOURS                              :
5   :   017. ***** STRUCTURAL MAINTENANCE    018.  ******    GROUNDS MAINTENANCE :
6   :   019. ******    GRAVES MAINTENANCE                                  :
7   :                                                                                        :
8   :                       INSTALLATION OF HEADSTONES/MARKERS HOURS         :
9   :   020. ***** INITIAL HEADSTONE            021. ***** INITIAL MARKER         :
10  :   022. ***   COLUMBARIUM NICHE COVER  023. ****   REPLACE HEADSTONE      :
11  :   024. ****   REPLACE MARKER                025. **** UNLOAD HEADSTONES/MARKERS:
12  :                                                                                   :
13  :                               DISINTERMENTS                                   :
14  :   026. **       HRS PERFORMING FULL CASKET   027. **    HRS PERFORMING CREMATES :
15  :                                                                                   :
16  :   TRAVEL TIME                       WEEKEND/HOLIDAY HOURS PAID              :
17  :   028. ***   TRAVEL            029. ****  WEEKEND/HOLIDAY HRS              :
18  :                                                                                   :
19  :                               NON-PAID HOURS                                  :
20  :   VOLUNTEERS                                  OTHERS                         :
21  :   030. ****   SCOUTS/SVC.ORGS./ETC.        031. ****   CHAPTER 31/COURT SUPV./   :
22  :                                                        WORK STUDY/ETC.        :
23  :                                                                                   :
24  :                                                                                   :
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REPORT OF WAGE GRADE (WG) EMPLOYEE ACTIVITIES

(NCSMADSS SCREEN 03) (RCS 40-0394)

Listed below is a detailed description of the data input in each field of the WAGE GRADE (WG) EMPLOYEE ACTIVITIES screen.

The sum of fields 001 through 003 must equal the sum of fields 004 through 028. The first part of the balancing routine determines the amount of time available to WG personnel during the month while the second part categorizes the activities in which the time was devoted. If fields 001 through 003 do not equal fields 004 through 028 the system will not allow the operator to advance to the next screen.

Fields 001 through 011. (Employee Hours Paid)

Field 001. (Regular Paid WG Hours) - Enter the number of regular and unscheduled WG employee hours during the month. Regular and unscheduled WG employee hours include all the hours (not to exceed 40 hours per week for each employee) for WG full-time, WG part-time, WG intermittent, and WG special employment program employees. Include the number of regularly scheduled WG employee hours for the holidays, whether the employee worked or not. Do not include overtime or compensatory time, or any non-pay hours, e.g., leave without pay, absent without leave, suspension without pay, etc.

Field 002. (Overtime Worked) - Enter the number of overtime hours worked during the month. Overtime is defined as authorized hours or work paid in excess of 40 hours in an administrative work week or in excess of eight hours a day, whichever is greater. Include any hours worked in excess of eight hours during a holiday.

Field 003. (Borrowed Time) - Enter the number of hours borrowed during the month. Borrowed time represents the total number of hours general schedule employees spent performing wage grade employee activities at the home cemetery. It also represents the total number of hours that employees from another national cemetery or an area office spent performing WG related activities at the reporting cemetery.

Field 004. (Loaned Time) - Enter the number of hours loaned during the month. Loaned time represents the total number of hours wage grade employees spent performing general schedule employee activities at the home cemetery. (For example, if wage grade employees spent a total of 20 hours during the month performing general schedule activities, e.g., clerical overhead functions, then a total of 20 hours should be entered in this field.) Additionally, loaned time should include all WG hours loaned by the reporting cemetery to any other national cemetery, an area office, or to Central Office.

Field 005. (Leave/Holiday Hours) - Enter the number of leave hours used during the month.

- Holiday, Non-Work, Non-VA Hours - The number of hours represented by legal holidays and other non-workdays established by Executive or Administrative Order, by emergency closing of an office as authorized by the NCAO Director or Cemetery Director, by authorized absence administratively approved which does not involve a charge to leave of any kind or loss of basic salary (absences recorded under "OTH" column of Time and Attendance Report), and paid hours of employees authorized for full-time assignment to a non-VA activity. Also included are the number of hours represented by holidays which did not result in any work by WG employees.

Field 006. (Supervision) - Enter the number of hours the cemetery general foreman and other wage grade supervisors spent in line management and supervisory activities during the month.

Field 007. (Admin./Ceremonies) - Enter the number of hours worked performing ceremonies and office work that may be performed by a WG employee during the month.

Field 008. (Training) - Enter the number of hours spent by wage grade employees either receiving training or conducting training for general schedule, other wage grade, or work-study student employees during the month.

Fields 009 through 012. (Interments)

Field 009. (Casket - First Interment) - Enter the number of hours spent performing first interments during the month. Include all WG employee hours worked during a holiday. This includes, as appropriate, identifying the gravesite, laying out the gravesite, removing the sod, opening the grave (this includes individual graves, a series of graves in a particular section of the cemetery and the advance digging of graves prior to winter), placing the box graveliner in the grave, erecting the tent, setting up greens, lowering device, runners and chairs, etc., placing the casket and lowering the remains, backfilling and tamping the grave, removal of surplus dirt, replacing the sod and watering, dismantling the tent and removing all chairs, policing the area, setting the temporary marker and placing flowers, etc.

Field 010. (Casket - Subsequent Interment) - Enter the number of hours spent performing second or additional interments during the month. A second or additional interment is defined as an interment in a grave where there was a previous interment. Include all WG employee hours worked during a holiday. This includes, as appropriate, identifying the gravesite, laying out the gravesite, removing the sod, opening the grave, placing the box or graveliner in the grave, erecting the tent, setting up greens, lowering device, runners and chairs, placing the casket and lowering the remains, backfilling and tamping the grave, removal of surplus dirt, replacing the sod and watering, dismantling the tent and removing all chairs, policing the area, setting the temporary marker and placing flowers, etc.

Field 011. (Cremation - In-Ground) - Enter the number of hours spent performing interment of cremated remains in the ground. Include all WG employee hours worked on a holiday during the month. This includes, as appropriate, the following activities: identifying the site, removing the sod, opening the site with a post-hole digger or other device, erecting the tent, setting up greens, chairs, tables, placing the urn in the site, filling the site, tamping and removal of surplus dirt, replacing the sod, dismantling the tent and removing the chairs, greens, policing the area, setting the temporary marker and placing flowers, etc.

Field 012. (Cremation -Columbarium) - Enter the number of hours spent inserting an urn in a niche in a columbarium during the month. Include WG employee hours worked during a holiday. This includes, as appropriate, the following activities: identifying the niche, removing the niche cover, setting up chairs, inserting the urn in the niche, replacing the niche cover with temporary identification tag, policing the area and removal of chairs, etc.

Fields 013 through 016. (Maintenance)

Field 013. (Major Equipment) - Enter the number of hours spent performing major equipment maintenance during the month. Include all WG employee hours worked during a holiday. Major equipment maintenance is defined as activities which involve major repairs to cemetery vehicles and equipment including, but not limited to, major repairs and overhauls of transmissions and engines, painting or other major body work on vehicles and equipment, replacement of hydraulic, fuel, water, and other pumps, replacement of radiators, and all other maintenance activities which involve major repairs and/or replacement of parts.

Field 014. (Minor Equipment) - Enter the number of hours spent performing minor equipment maintenance during the month. Include all WG employee hours worked during a holiday. Minor equipment maintenance is defined as activities which involve minor repairs to all types of cemetery vehicles and equipment including, but not limited to, engine tune ups, brake adjustments and repairs, oil changes and lubrication of fittings, muffler replacement, replacement of hydraulic and other hoses, fixing flat tires or installing new tires, all other maintenance activities which involve minor repairs and/or replacement of parts.

Field 015. (Preventative Equipment) - Enter the number of hours spent performing preventative equipment maintenance during the month. Include all WG employee hours worked during a holiday. Preventative equipment maintenance is defined as activities which involve preventative maintenance to all types of cemetery vehicles and equipment including, but not limited to, checking oil, battery, and fuel levels, checking air in tires, washing/cleaning equipment and vehicles, and all other preventative maintenance activities which are performed by cemetery personnel.

Field 016. (Supply) - Enter the number of wage grade hours spent performing supply and inventory activities during the month. Supply activities are defined as activities which include, but are not limited to, parts and supplies inventory, issuance of parts and supplies to cemetery personnel, all activities relating to the purchase of parts and supplies, all time spent delivering parts for repairs, time spent obtaining parts and supplies at parts stores and other supply outlets, all runs to the servicing station to deliver and pickup cemetery mail and paperwork.

Fields 017 through 019. (Maintenance Hours)

Field 017. (Structural Maintenance) - Enter the number of hours spent on the maintenance of sprinkler system, performing janitorial activities, road, curb, and sidewalk repairs, building maintenance and other related maintenance during the month. Include all WG employee hours worked during a holiday performing these functions.

- Sprinkler System - The hours spent on maintenance of the cemetery sprinkler system.

- Janitorial - The hours spent performing janitorial activities. This includes cleaning buildings and restrooms, and collecting and disposing of trash from buildings.

- Road, Curbs, Walks Repair - The hours spent repaving roads, curbs, walks, and painting roadway lines and other related activities.

- Building Maintenance - The hours spent performing building maintenance activities. This includes all repairs to buildings, painting, plumbing and electrical work.

- Other Maintenance - The hours spent performing all structures maintenance activities including maintenance of cemetery gates, flag poles and opening and closing cemetery gates.

Field 018. (Grounds Maintenance) - Enter the number of hours spent mowing lawns, edging roads, snow and leaf removal, fertilizing, seeding, tree and shrub maintenance, watering the lawn and grounds clean-up during the month.

- Lawn Mowing - The hours spent mowing cemetery grounds, using hand mowers, riding mowers, tractors with mowing attachments and all other required equipment.

- Roads, Curbs, Walks Edging - The hours spent edging grass along roads, curbs, walks, sidewalks and other areas.

- Snow Removal - The hours spent removing snow from roads, sidewalks, entrances, and other areas of the cemetery. If snow must be removed from a gravesite or several gravesites in order to perform interments, these hours should be included under the interment activity and not under this category. This activity also includes all hours spent erecting, dismantling and storing snow fences.

- Leaf Removal - The hours spent raking, collecting and disposing of leaves from cemetery grounds.

- Fertilizing, Seeding, etc. - The hours spent on large-scale fertilizing and seeding cemetery grounds and gravesites. Included are fertilizing, seeding, aerating, weed control, rodent control, and resodding around administrative or service buildings. If an individual gravesite is seeded and/or fertilized, the time devoted to perform the function should be reported under the appropriate category of "Graves Maintenance."

- Trees and Shrubs Maintenance - The hours spent performing trees and shrubs maintenance. Included are pruning/trimming of trees and shrubs, mulching trees and shrubs, spraying and fertilizing trees and shrubs, removing dead or fallen trees and shrubs, and trimming around trees and shrubs. (However, trimming around headstones, markers and monuments should be reported in field 019.)

- Lawn Watering - The hours devoted to watering cemetery grounds. This includes all hours spent operating the cemetery sprinkler system, if appropriate, and setting up and moving sprinkler heads and hoses.

- Grounds Clean Up - The hours spent on grounds clean up. This includes collecting and hauling debris, floral stands and vases, dead flowers and wreaths and sweeping roads and sidewalks.

Field 019. (Graves Maintenance) - Enter the number of hours spent on cleaning headstones, markers and monuments, trimming around headstones, markers and monuments, refilling resodding and reseeding graves, raising and realigning headstones and markers during the month. Include all WG employee hours worked during a holiday performing these functions.

- Cleaning Headstones/Markers - The hours spent cleaning headstones/markers and monuments. This includes moving equipment and supplies, setting up the cleaning equipment, operating water-cleaning equipment, applying bleaches, brushing foreign matter from tops of headstones/markers, rinsing, etc.

- Headstone Trimming - The hours spent trimming the grass around upright headstones, monuments, trees, and shrubs. Cemeteries which only have upright headstones should report all hours which are devoted to trimming under this category.

- Marker Trimming - The hours spent trimming the grass around flat markers, monuments, trees and shrubs.

- Refill Graves - The hours spent removing sod, transporting soil to site, refilling the gravesite, tamping the soil, watering, and replacing sod. Hours devoted to backfilling of graves as part of the interment process should not be included in this category, but should be reported in fields 009 through 011, as appropriate.

- Resod Graves - The hours spent resodding an entire gravesite section. This includes the preparation of the soil, pick-up and delivery of sod to the site, unloading and placing the sod, fertilizing, rolling or tamping and watering.

- Reseed Graves - The hours spent reseeding individual gravesites. Seasonal seeding of entire sections of the cemetery should not be reported under this activity but should be reported under field 018. Reseeding individual gravesites includes preparing the soil, seeding, fertilizing, rolling or tamping, and watering.

- Raise/Realign Headstones - The hours spent raising and realigning upright headstones. This includes moving equipment and supplies to and from the worksite, raising the headstone, placing additional soil or sand, aligning headstones, tamping the soil and placing additional soil.

- Raise/Realign Markers - The hours spent raising and realigning markers. This includes moving equipment and supplies to and from the worksite, raising the marker (and marker base, if appropriate), placing additional soil or sand, aligning markers and placing additional soil around the edges of the marker.

Fields 020 through 025. (Installation of Headstones and Markers)

Field 020. (Initial Headstone) - Enter the number of hours spent installing initial headstones during the month. This includes pickup, delivery, and placing headstone, equipment and supplies at gravesite; setting and aligning the headstone; and removing work materials from the gravesite.

Field 021. (Initial Marker) - Enter the number of hours spent installing initial markers during the month. This includes pickup, delivery, and placing markers (and marker bases), equipment and supplies at gravesite; setting and aligning the marker; and removing work materials from the gravesite. Also, include the number of hours spent removing a niche cover from a columbarium, attaching the initial marker and reinstalling the cover.

Field 022. (Columbarium/Niche Cover) - Enter the number of hours spent removing, replacing and installing niche covers in a columbarium during the month.

Field 023. (Replace Headstone) - Enter the number of hours spent installing replacement headstones (i.e., headstones ordered following a second or additional interment, or headstones ordered to replace those which have been damaged or had incorrect inscription during the month.)

Field 024. (Replace Marker) - Enter the number of hours spent installing replacement markers during the month.

Field 025. (Unload Headstone/Markers) - Enter the number of hours spent unloading, checking inventory lists, uncrateing and inspecting for damage and storing incoming shipments of headstones and markers during the month.

Fields 026 and 027. (Disinterments)

Field 026. (Hours Performing Full Casket) - Enter the total number of hours spent on performing full casket disinterments during the month.

Field 027. (Hours Performing Cremations) - Enter the number of hours spent on performing disinterments of cremated remains in columbarium and in-ground sites during the month.

Field 028. (Travel Time) - Enter the number of hours spent traveling during the month. This includes traveling from one cemetery to another.

Field 029. (Weekend/Holiday Hours Paid) - Enter the number of hours worked on a weekend or holiday that are not the employee's normal tour of duty during the month. (This field is for administrative tracking and the hours should also be reported in fields 001 through 003).

Fields 030 and 031. (Non-Paid Hours - Volunteers)

Field 030. (Scouts/Svc. Orgs./etc.) - Enter the number of hours Girl Scouts, Boy Scouts, Daughters of the American Revolution, American Legion, etc. performed activities at the cemetery during the month.

Field 031. (Chapter 31/Court Supervised/Work Study/etc.) - Enter the number of hours activities were performed by disabled veterans under title 38, United States Code, Chapter 31 (Training and Rehabilitation for Veterans with Service-Connected Disabilities), incarcerated individuals and students during the month.

Data Entry Screen NCSMADSS 04 (RCS 40-0394) - Miscellaneous Management Data (Quarterly) Management Report. This segment consists of one screen and contains no edits.

```
            1           2           3           4           5           6           7
1234567890123456789012345678901234567890123456789012345678901234567890
.............................................................................
1  :   NCSMADSS 04              MISCELLANEOUS MANAGEMENT              DATE              :
2  :                           DATA (QUARTERLY) (RCS 40-0394)                                :
3  :----------------------------------------------------------------------------------:
4  :                   __ TO SUBMIT A NEGATIVE REPORT INSERT "X"                 :
5  :----------------------------------------------------------------------------------:
6  :                                                                                        :
7  :                                   SAFETY DATA                                        :
8  :   001. ****  AVERAGE # OF EMPLOYEES   002. ****  # LOST WORKDAY CASES     :
9  :   003. ****  TOTAL # LOST WORKDAYS    004. ******    TOTAL # OF EMP HRS WRKD   :
10 :                                                                                        :
11 :                       ENERGY USAGE BUILDINGS AND FACILITIES OPERATIONS        :
12 :   005. ******    ELECTRICITY (KWH)     006. ******    FUEL OIL (GAL)          :
13 :   007. ******    NATURAL GAS (Cu Ft)   008. ******    LPG OR PROPANE (GAL)      :
14 :   009. ******    KEROSENE (GAL)                                               :
15 :                                                                                        :
16 :                           VEHICLE & EQUIPMENT OPERATIONS                        :
17 :   010. ******    GASOLINE (GAL)        011. ******    DIESEL & PETROLEUM (GAL)     :
18 :                                                                                        :
19 :                       FREEDOM OF INFORMATION ACT REQUESTS                       :
20 :   012. **   RECEIVED                013. **          DENIED                  :
21 :   014. **   ON HAND                                                             :
22 :                                   VISITOR DATA                                      :
23 :   015. *******  NUMBER ON WEEKDAYS  016. ********  NUMBER ON WEEKENDS/       :
24 :                                                            HOLIDAYS                 :
```

MISCELLANEOUS MANAGEMENT DATA - QUARTERLY

(NCSMADSS SCREEN 04) (RCS 40-0394)

Below is a detailed description of the data input in each field of the MISCELLANEOUS MANAGEMENT DATA - QUARTERLY screen.

Fields 001 through 004. (Safety Data)

Field 001. (Average Number of Employees) - Enter the average number of full and part-time employees during the quarter. Include all employees, i.e., administrative, supervisory, clerical, professional, non-professional, technical, other related workers, etc. The number of full and part-time employees at the end of each of the three months of the quarter added together and divided by three.

Field 002. (Number of Lost Workday Cases) - Enter the number of injury cases in which a workday or portion of a workday is lost during the quarter.

Field 003. (Total Number of Lost Workdays) - Enter the number of workdays or portions of workdays lost during the quarter. Do not include the day on which the injury occurred.

Field 004. (Total Number of Employee Hours Worked) - Enter the number of hours worked by all employees on official duty during the quarter excluding annual leave time, sick leave time, leave without pay, holidays, and other non-work time, but including actual overtime, part-time and irregular hours worked.

Fields 005 through 011. (Energy Usage) - Enter the quantity of each element used during the quarter in the appropriate field.

Fields 005 through 009. (Building and Facilities Operations)

Field 005. Electricity (Kwh) - Enter the total number of kilowatt hours used during the quarter.

Field 006. Fuel Oil (Gal) - Enter the total number, in gallons, of oil used during the quarter.

Field 007. Natural Gas (CuFt) - Enter the total amount of gas used in cubic feet during the quarter.

Field 008. LPG or propane (Gal) - Enter the total number, in gallons, of LPG or propane used during the quarter.

Field 009. Kerosene (Gal) - Enter the total number, in gallons, of kerosene used during the quarter.

Fields 010 and 011. (Vehicle and Equipment Operations)

Field 010. Gasoline (Gal) - Enter the total number, in gallons, of gasoline used during the quarter.

Field 011. Diesel and Petroleum Fuel (Gal) - Enter the total number, in gallons, of diesel and petroleum fuel used during the quarter.

Fields 012 through 014. (Freedom of Information Act Requests)

VA's Freedom of Information Act (FOIA) regulations, published in 38 CFR Section 1.550 et seq., state that a FOIA request must:

    Be in writing and be signed;

    Contain a reasonable description of the records desired;

    Be made to the VA office with jurisdiction over the records sought.

All information on a veteran's Record of Interment (VA Form 40-4956), with the exception of field 29 (Name and address of next of kin) may be released upon request by a cemetery. A request for information that is not on the Record of Interment should be addressed by the proper NCAO.

NOTE: Genealogy requests should not be counted as Freedom of Information Act requests.

Field 012. Received - Enter the total number of requests received during the quarter requesting information on the deceased veteran.

Field 013. Denied - Enter the total number of requests denied during the quarter concerning information involving the deceased veteran's next of kin.

Field 014. On Hand - Enter the total number of requests on hand at the end of the quarter (pending resolution).
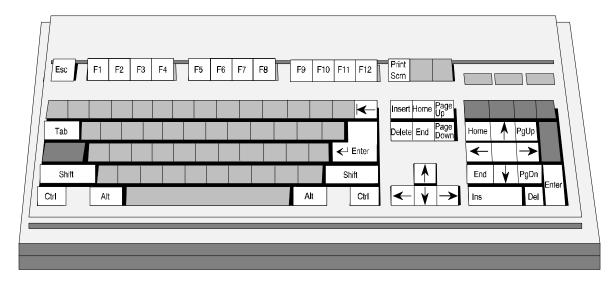
Fields 015 and 016. (Visitor Data) - Enter the total number of individuals, other than cemetery employees, who visited the cemetery in an official or unofficial capacity during the quarter.

Field 015. Enter the number of visitors on weekdays during the quarter.

Field 016. Enter the number of visitors on weekends/holidays during the quarter.

<u>**KEYBOARD FUNCTIONS**</u>

SPECIAL FUNCTION KEYS

The Special Function keys are programmed to perform specific applications. In the NCSMADSS the special function keys are referred to as PF keys. On the NOAVA key board the function keys are referred to as F keys.

Main Menu

F4   Data Entry
F5   Prior Data Correction/Review
F10 Exit System

Data Entry Menu and Prior Data Menu

F3 - NCSMADSS 01   Cemetery Interment and Gravesite Activities
F4 - NCSMADSS 02   Employee Activities
F5 - NCSMADSS 03   WG Employee
F6 - NCSMADSS 04   Miscellaneous Management Data
F11 - Main Menu
F10 - Exit System
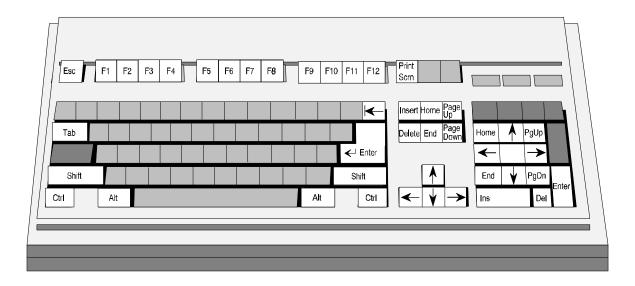
NOTE: Additional function keys and their purpose are indicated at the bottom of each screen.

MAIN KEY PAD
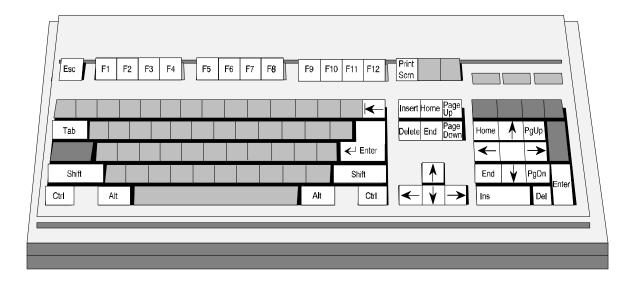
Number Keys (1,2,3,4,5,6,7,8,9,0) - Allow the operator to input the figures that a cemetery has accumulated during the reporting period.

Tab Key - This key moves through the items on the Data Entry screens. When the Tab key is pressed the cursor will advance to the next field requiring data.

Enter Key - This key is used to submit data to Austin on Data Entry screens.

Space Bar - Pressing the space bar creates space as you move through the text. When you use the space bar you erase characters. If you want to work through the cycle without erasing the characters, use the cursor control keys.

CURSOR CONTROL KEYS

The cursor is a horizontal blinking bar that show you where the next character will appear on the screen.

The cursor control keys move the cursor around the screen without erasing any previously entered data.

    RIGHT   (⇨) - Moves the cursor one space to the right.
    LEFT   (⇦) - Moves the cursor one space to the left.
    UP   (⇧) - Moves the cursor up one line in the current column.
    DOWN   (⇩) - Moves the cursor down one line in the current column.

NCSMADSS OUTPUT REPORTS

This Appendix describes the reports generated by Austin from the data input into the NCSMADSS screens. There are nine reports produced monthly and six reports produced quarterly.

NCSMADSS REPORTS
MONTHLY REPORTS

5CA1 - Monthly Interment Report
5CB1 - Monthly Activity and Status Gravesites - Casket Sites Part I
5CC1 - Monthly Activity and Status Available Sites
5CD1 - Monthly Activity and Status - Cremate Sites and Niches Part I
5CE1 - Monthly Activity and Status - Cremate Sites and Columbaria Niches
5CF1 - National Cemetery System Monthly Activity and Status
5CJ1 - Reserved and Adjacent Gravesite Set-Aside (AGS)
5CM1 - Summary of Employee Activities (GS and WG)
5CN1 - Summary of Employee Activities (WG)

QUARTERLY REPORTS

5CG2 - Quarterly Management Data Part I
5CH2 - Quarterly Management Data Part II
5CI2 - Quarterly Acreage Data
5CK2 - Quarterly Energy Usage
5CL2 - Volunteer Hours
5CY2 - Interments by Service Era

5CA1 (Monthly Interment Report) - This report contains casketed and cremated interment counts for cemeteries by current month, fiscal year to date and total to date. (Central Office only)

5CB1 (Gravesites - Casket Sites Part I) - This report contains casket sites added, lost and unoccupied sites used for cemeteries by current month, fiscal year to date and total to date. (Central Office only)

5CC1 (Available Sites - Casket/Cremain) - This report contains casket sites: Unoccupied uncommitted sites end of month, committed reserve sites, Adjacent Gravesite Set-Asides (AGS) and unoccupied sites. Cremain Sites: Half sites, obstructed sites and niches. (Central Office only)

5CD1 (Cremate sites and Niches Part I) - This report contains half sites, obstructed sites and niches added; half sites, obstructed sites and niches lost. (Central Office only)

5CE1 (Cremate Sites and Columbaria Niches) - This report contains unoccupied sites used that are obstructed, half-sites and columbaria niches. (Central Office only)

5CF1 (Monthly Interment and Gravesite Activity and Status Summaries) - This report contains all interments and gravesite status for the month, fiscal year to date and total to date figures. (Central Office, CAOs, Field Stations)

5CG2 (Quarterly Management Data Part I) - This report contains Safety, Visitor, off-cycle interments and graveliner data. (Central Office only)

5CH2 (Quarterly Management Data Part II) - This report contains the number of interments by Service Area, number of interments by contract and disinterment sites gained. (Central Office only)

5CI2 (Quarterly Acreage Data) - This report contains acres developed and undeveloped, potential for developed gravesites and the estimated closing date for some cemeteries. (Central Office only)

5CJ1 (Reserved and Adjacent Gravesite Set-Aside (AGS)) - This report contains the number of interments conducted during the month using either a reserved or AGS site. (Central Office only)

5CK2 (Quarterly Energy Usage) - This report contains the amount of electricity, fuel oil, natural gas, LPG, kerosene, gasoline, diesel and petroleum used by each cemetery during a three month period. (Central Office only)

5CL2 (Quarterly Volunteer Hours) - This report contains the count of how many hours scouts, service organization, chapter 31, court supervised or work study students volunteered services during a three month period. (Central Office only)

5CM1 (Summary of Employee Activities) - This report contains all activities performed by both GS and WG employees for the month. (Central OfficeNCAOs, Field Stations)

5CN1 (Detailed Summary of WG Employee Activities) - This report contains a detailed version of employee activity per category. (Central Office,NCAOs, Field Stations)

5CY2 (Quarterly Interments by Service Era) - This report lists the number of veterans interred by war periods, the type of burial and the number of dependent interments. (Central Office only)

Instructions For Completing Timesharing User Access Request (VA Form 30-9957)

1. ACTION REQUESTED

ADD   Check this box if an individual does not have an Austin Timesharing Userid.
CHANGE   Check if an individual already has an Austin Timesharing Userid.
DELETE   Check if an individual no longer requires access to the Austin Timesharing Userid or if the user   has transferred to another field station.

2. EFFECTIVE DATE - Enter the date on which the action is to be effective (mm/dd/yy). If this is left blank "as soon as possible" will be understood.

3. REQUEST DATE - Date form is prepared (mm/dd/yy).

4a NAME - Enter the full name of individual authorized access.

4b OFFICE TELEPHONE - Enter office telephone number where individual can be reached.

4c SOCIAL SECURITY NUMBER - Enter the individual's Social Security number.

4d COMPLETE ADDRESS - Enter the complete work site mailing address for the individual.

4e DIVISION AND SECTION - Enter the name of the employing office (Accounting Department, Fiscal Service, etc.)

4f JOB TITLE - Enter individual's exact job title.

4g STATION NUMBER/ROUTING SYMBOL - Enter the three digit station number and office mail routing symbol.

4h TRIMS ID - Not Applicable.

4i PERSONNEL CLEARANCE LEVEL - Not Applicable.

5a APPLICATION OR DATASET(S) - Specify the application or dataset(s) required. In this instance type "NCSDATA."

5b LEVEL OF ACCESS REQUIRED FOR EACH DATASET - Specify the level of access required for each dataset. In this instance type "Create" and "Modify."

5c FACILITY ACCESSED - Specify the facility necessary if other than application is required. In this instance check the box next to "TSO."

5d DATABASE ONLY - Not Applicable.

6a APPROVAL INFORMATION REQUIRED - Type NCS System Manager's name, JOHN E. GAEGLER, Chief, Planning Division (402A2).

CEMETERY AUTHORIZATION TABLES

PHILADELPHIA NCAO

802 BALTIMORE 801 ANNAPOLIS 816 LOUDON PARK	803 BATH 824 WOODLAWN
804 BEVERLY 811 FINNS POINT 819 PHILADELPHIA	805 CALVERTON * 818 MASSACHUSETTS @ 822 TOGUS
806 CAMP BUTLER * 821 ROCK ISLAND @ 814 KEOKUK @ 820 QUINCY	810 DAYTON * 813 INDIANTOWN GAP # 817 MARION @ 807 CROWN HILL
812 GRAFTON 912 WEST VIRGINIA	815 LONG ISLAND 805 CYPRESS HILLS
839 CULPEPER 827 BALLS BLUFF 880 STAUNTON 882 WINCHESTER 826 ALEXANDRIA, VA	849 HAMPTON * 874 RICHMOND @ 836 CITY POINT 837 COLD HARBOR 845 FT. HARRISON 848 GLENDALE 850 HAMPTON (VAC) 878 SEVEN PINES
872 QUANTICO *	
909 FT. CUSTER #	809 DANVILLE IL #
	823 WOOD #

Cemeteries input for themselves and each cemetery listed under them.

* Provide backup for all cemeteries listed under them.

@ Input capabilities for themselves and cemeteries listed under them.

\# Cemeteries have direct access to Austin to input for themselves.

NOTE: In case of emergency, ADP people may contact the System Manager (402A2) to request authorization for a cemetery to input data for another cemetery.

DENVER NCAO

884 BLACK HILLS *
891 FT. MEADE
896 HOT SPRINGS
890 FT. MCPHERSON @
894 FT. SNELLING #

888 FT. LOGAN *
889 FT. LYON
897 LEAVENWORTH @
887 FT. LEAVENWORTH
893 FT. SCOTT #

904 SANTA FE *
914 NMCA @
900 PRESCOTT

901 RIVERSIDE *
895 GOLDEN GATE @
898 LOS ANGELES @
903 SAN FRANCISCO @
913 SAN JOAQUIN VALLEY #
907 WILLAMETTE @
906 EAGLE POINT
902 ROSEBURG
910 FT. RICHARDSON @
905 SITKA

886 FT. BLISS
885 FT. BAYARD

892 FT. ROSECRANS
899 NMCP #

ATLANTA NCAO

828 BARRANCAS *
862 MOBILE
871 PUERTO RICO #

832 BILOXI *
866 NATCHEZ

911 FLORIDA *
875 ST. AUGUSTINE

908 FT. MITCHELL *
859 MARIETTA @
843 FLORENCE #

852 JEFFERSON BARRACKS *
800 ALTON
853 JEFFERSON CITY
863 MOUND CITY

860 MEMPHIS *
838 CORINTH

868 NEW BERN
881 WILMINGTON

844 FT. GIBSON *
847 FT. SMITH #

883 ZACHARY TAYLOR *
856 LEBANON
867 NEW ALBANY
834 CAVE HILL

858 LITTLE ROCK *
842 FAYETTEVILLE @
879 SPRINGFIELD @

851 HOUSTON *
826 ALEXANDRIA LA #

835 CHATTANOOGA *
876 SALISBURY @
841 DANVILLE VA #
873 RALEIGH #

830 BAY PINES *
833 CAMP NELSON @
861 MILL SPRINGS
840 DANVILLE KY #
857 LEXINGTON

846 FT. SAM HOUSTON *
877 SAN ANTONIO
854 KERRVILLE
870 PORT HUDSON @
829 BATON ROUGE #

865 NASHVILLE *
831 BEAUFORT #
864 MOUNTAIN HOME @
855 KNOXVILLE

SYSTEM MANAGER SCREENS

VIEW MISSING REPORT ACTIVITY - REVIEW MISSING REPORT ACTIVITY - SUMMARY

```
SYSTEM MANAGER


                        NCS MANAGEMENT AND DECISION SUPPORT

                           VIEW MISSING REPORT ACTIVITY
--------------------------------------------------------------------------------------------------------------
-----------------------------------


--------------------------------------------------------------------------------------------------------------
-----------------------------------

PHILADELPHIA AREA  (01)

   STATION NAME   STA #            S01 S02 S03 S04

ALEXANDRIA        826        M        M       M       M
BALLS BLUFF          827              M       M       M
CALVERTON         805        M        M       M
CYPRESS HILL         808        M     M       M       M


(PF3)          (PF4)        (PF7)        (PF8)
SYS MGR        PRINT        PG BK        PG FWD
--------------------------------------------------------------------------------------------------------------
-----------------------------------------
```

DESCRIPTION: SYSTEM MANAGER SCREENS - VIEW MISSING REPORT ACTIVITY

PURPOSE OF SCREEN: Allows System Manager to view missing data entry from stations. This report is useful to determine which stations have or have not reported their data during the course of the monthly data collection cycle. Only missing data segments are shown on this screen. For the detail view of station segments use the Activated Station Status - Detail View screen.

Shows extracted "M" code for each missing data segment from this table: Area Name/Number
      Station Name/Number
      S01 thru S04 showing "M" for all segments missing for that station.

NOTE: S04 only shows on the chart after the quarter has ended (e.g., January, April, July and October).

This table is used for current monthly information only. Press PF4 to print hard copy if save is desired since table will change as data segments are entered. Most useful during end of month.

ACTIVATED STATION(S) AND ACTIVITY STATUS - VIEW ACTIVATED STATION(S) STATUS - DETAILED

```
SYSTEM MANAGER

                         NCS MANAGEMENT AND DECISION SUPPORT
                           VIEW ACTIVATED STATION(S) STATUS
-----------------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------------
PHILADELPHIA AREA (01)

ACTIVE   DATE        STA #       STATION NAME       SO1 SO2 S03 S04

Y          12/08/89 826      ALEXANDRIA        D      M       M      M
Y          12/08/89 827      BALLS BLUFF            M        M      M       M
Y          12/08/89 805      CALVERTON         D      D       D      -
Y          12/08/89 808      CYPRESS HILLS     -      -       D      D
Y          12/08/89 845      FORT HARRISON     D      M       M      D
Y          01/31/90 872      QUANTICO               D        D      D      D
Y          01/31/90 880      STAUNTON          D      -       M      D


    (PF3)           (PF4)        (PF7)        (PF8)
SYS MGR MENU  PRINT       PG BK        PG FWD
-----------------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------------
```

DESCRIPTION:

PURPOSE OF SCREEN: This screen provides the System Manager with details on the status of data entered by each station for every data screen. An activation symbol "Y" and date activated by System Manager is shown.

This screen is used for current month information only.

Displays the following on the screen: "Y" symbol to indicate active status. Date activated. Station name/number. Screen 01 thru 04 status indicator:

    D = Data Present
    M = Missing Data
    - = Negative Submission

NOTE: Screen 04 only shows on the chart after the quarter has ended. Useful to coordinate station input and verify status.

ACTIVATED STATION(S) AND ACTIVITY STATUS - MAINTAIN STATION

ACTIVATION/AUTHORIZATION TABLE

```
SYSTEM MANAGER

                        NCS MANAGEMENT AND DECISION SUPPORT

                    MAINTAIN STATION ACTIVATION/AUTHORIZATION TABLE
-----------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------------------------------------------------
STA #        AREA        ACTIVE        DATE            STA. NAME

787     1            Y            06/06/90     NCAO PHILAD
788     2            Y            06/06/90     NCAO ATLANTA
789     3            Y            06/06/90     NCAO DENVER
800     2            N                              ALTON
801     1            N                              ANNAPOLIS
802     1            Y            06/06/90     BALTIMORE

(ENTER)    (PF4)       (PF5)      (PF6)        (PF7)        (PF8)       (PF9)        (PF10)       (PF11)
    DIS         ADD     DEL    SYS   PG         PG          MOD         EXIT         MAIN
                                             MGR        BKWD        FWD         SYS       MENU
-----------------------------------------------------------------------------------------------------------------
```

DESCRIPTION:

SYSTEM MANAGER - MAINTAIN STATION ACTIVATION/AUTHORIZATION TABLE

PURPOSE OF SCREEN: This screen provides the System Manager with a mechanism to control the activation/deactivation of station(s). Stations for which no equipment exists or circumstances requiring temporary reassignment due to absence of employee are handled with this report. This screen allows the System Manager to add new cemeteries to NCSMADSS, delete cemeteries from NCSMADSS or change a cemetery's input capabilities at the NCAO's request. The active symbol "Y" is displayed when a cemetery is active; the "N" denotes a cemetery does not have an Austin hook-up or access to NCSMADSS.

MAINTENANCE FUNCTION: Position cursor next to desired station number and press Enter key to display stations' input authority.

    Press PF9 key - MODIFY station.

    Press PF4 key - ADD station.

    Press PF5 key - DELETE station.

VIEW UPDATE HISTORY LOG - (PRIOR DATA CORRECTIONS ONLY)

SYSTEM MANAGER

NCS MANAGEMENT AND DECISION SUPPORT

VIEW UPDATE HISTORY LOG---

STA	STATION NAME	FY	MO	FLD	FROM	TO	UPDATE ID	DATE
826	ALEXANDRIA LA	93	07	AA016	1,993.0	1,994.0	R40CRMH	05/03/93
826	ALEXANDRIA LA	93	05	AA004	157.0	169.0	S825LN1	04/15/93
826	ALEXANDRIA LA	93	05	AA010	7,468.0	7,456.0	S825LN1	04/15/93
828	BARRANCAS	93	07	AA016	2,005.0	2,006.0	R40CRMH	05/03/93
828	BARRANCAS	93	01	AA009	1,136.0	1,122.0	R40CRMH	12/03/92

(PF7)	(PF8)	(PF4)	(PF3)
PG BKWD	PG FWD	PRINT	SYS MGR MENU

DESCRIPTION:

SYSTEM MANAGER - VIEW UPDATE HISTORY LOG

PURPOSE OF SCREEN: This screen provides the System Manager with an audit trail for each Prior Data Correction that has been made in the system.

The screen is divided into nine columns. The column headings are as follows:

    STA - cemetery station number.
    STATION NAME - cemetery name.
    FY - Fiscal Year number.
    MO - Month number being corrected.
    FLD - first two numbers are the screen number and the last three numbers are the field number.
    FROM - incorrect data.
    TO - corrected data.
    UPDATE ID - person making change to database.
    DATE - date correction was made.

This History Update Log is listed in alphabetical order and will be maintained for two years (current and prior year).

<u>**CREATE GLOBAL MESSAGE**</u>

```
GLOBAL

XXX TOP OF FILE XXX

                              CREATE GLOBAL MESSAGE
----------------------------------------------------------------------------------------------------------------------------

----------------------------------------------------------------------------------------------------------------------------
********************************MESSAGE GOES HERE***************************
********************************MESSAGE GOES HERE***************************
********************************MESSAGE GOES HERE***************************
********************************MESSAGE GOES HERE***************************
********************************MESSAGE GOES HERE***************************


                                                                                   (TSO EDITING MODE)
----------------------------------------------------------------------------------------------------------------------------
```

DESCRIPTION:

SYSTEM MANAGER - CREATE GLOBAL MESSAGE

PURPOSE OF SCREEN: This screen provides the System Manager with a way to communicate globally with all users signing on to NCSMADSS.

The System Manager will utilize this screen to transmit messages to each user as they log onto the system. This global message will be displayed each time a user signs onto the system. The System Manager modifies this message by typing over existing data, adding, and/or deleting lines. Eighteen lines of data are available for the global message.

Enter FILE to update the global message and return to the system manager menu. Enter QUIT to return to the system manager menu without updating the global message.

DEFINITIONS

1. **Audit** - The audit process is designed to protect the system as much as possible from incorrect data being placed into the system (e.g. balancing routines at the bottom of input screens).

2. **Batch Processing** - A data processing method in which a program gathers a set of information and processes it collectively.

3. **Data** - The information that computer instructions operate on.

4. **Data Entry Screen** - The replica of a National Cemetery System Management and Decision Support System (NCSMADSS) input screen.

5. **Default** - A value supplied by the operating system or application when more than one option is available.

6. **Edit** - The checks that are applied to the data when it is submitted to the data bank (e.g., check to see if data is in proper format, is the data alpha instead of numeric, is the station number valid, etc.).

7. **Home of Record** - The official place of residence of the decedent at the time of death (e.g. the state he/she paid taxes or was registered to vote).

8. **Input** - Any information supplied to the computer (e.g. entered through a keyboard or read from a disk).

9. **Keyboard** - The set of keys that allows you to enter data into the computer.

10. **Menu** - A list of options on the screen from which the user makes a selection.

11. **NCSMADSS** - National Cemetery System Management and Decision Support System.

12. **Output** - The data the computer produces. Output can be sent to a monitor, printer, disk or communication port.

13. **PC** - Personal Computer.

14. **Prompt** - A request for you to supply specific information that enables the computer to proceed to the next operation.

15. **Scroll** - The movement of information vertically or horizontally on a screen.

16. **Software** - Computer programs.

17. **Terminal** - A device consisting of a screen and a keyboard, but no CPU or main memory. Usually used in a time-sharing environment.

18. **Time-sharing** - An arrangement that enables two or more users to use the same computer system and receive output simultaneously.

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